

CLOSING PROCEDURES

Church:

- Wipe out pews with a dry rag, clean up any spills on pews with a wet rag and all-purpose cleaner.
- Put chairs and tables away behind the walls on either side of the stage.
- Sweep the floor, including the stage and bridal suite.
- Clean up any spills using a mop, water and a Murphy's Oil Soap (1 cap full per 2 gallons of water is sufficient.)
- If furniture has been moved, replace them in their original order, as follows...
 - 3 sexton chairs on the stage, largest in the middle
 - Pulpit at the center front of the stage
 - Organ bench in front of the organ
 - Square wood table against wall next left of the stage
 - Pews evenly aligned, 2 feet from the wall, with an isle down the center of the church
- Remove trash and place in bins behind the restrooms. Place a new trash bag in the trash can.
- Return the wedding arch and wheelchair ramp to the utility room.
- Return all cleaning materials to the utility room.
- Turn air conditioner to 80°, or the heater to 70°, depending on the weather.
- Turn off all lights.
- Lock all doors.

Restrooms:

- Makes sure all faucets are off.
- Clean up any messes.
- Remove trash and place in bins behind the restrooms. Place a new trash bag in the trash can.
- Turn off all lights.
- Lock all doors.